



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Chicago Regional Census Center
Recruiting Bulletin**

Assistant Manager for Recruiting - SALARY \$15.50 per hour

Recruiting Bulletin No. LCO-2552- AMR

Duty Station: Bloomington, IL

ISSUE DATE: May 17, 1999

CLOSING DATE: Until sufficient applications are received. Bulletin will be opened for a minimum of 10 working days.

EXCEPTED SERVICE APPOINTMENT: Not-to-exceed 12 months initially, with possibility of extension of appointment.

Duties

Manages staff and resources in a team work environment to plan and carry out recruiting activities to direct and control all hiring and testing functions, resources and personnel; implements a team based environment to lead temporary staff on accomplishing hiring and staffing goals to ensure the enumeration all the residences in the LCO district; builds strong local support for the Census by establishing effective relationships with local community based and volunteer organizations and/or governments, and marketing to local media outlets (may include interviewing with these outlets); develops and makes presentations, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences.

Qualification Requirements

1. Experience demonstrating the ability to manage a time critical recruiting operation through subordinate staff.
2. Experience demonstrating the ability to maintain effective relationships with the local news media, community leaders, and organizations, and/or local governments officials in order to promote community cooperation.
3. Experience demonstrating the ability to regularly prepare and present talks and formal speeches to moderate sized or larger groups.

Each applicant for Census Bureau employment must take a written test to assess managerial skills. Call the following office for testing schedule and additional information:

**Springfield Early Local Census Office: 217-241-6723 or
Toll free 1-888-325-7733**

****AN EQUAL OPPORTUNITY EMPLOYER****

The Bureau of the Census does not discriminate on the basis of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.